



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

ASSISTANT DIRECTOR, PLANNING AND LAND USE

Class No. 002268

■ CLASSIFICATION PURPOSE

To serve as principal assistant to the Director, Planning and Land Use; to assist in the overall management of the Department of Planning and Land Use, including preparing land use policies, processing land use proposals and permits, and assisting boards and commissions in reaching decisions on land use matters; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position executive management class allocated only to the Department of Planning and Land Use. Under administrative direction, the Assistant Director, Planning and Land Use, is responsible for serving as principal assistant to the Director, Planning and Land Use and assisting in the overall management and coordination of the Department of Planning and Land Use.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Assists in planning, directing, organizing, coordinating, and evaluating the overall activities of the Department of Planning and Land Use consisting of building & land use permitting and inspection, code enforcement, community planning, and regional planning.
2. Assists in directing the development and implementation of County-wide planning and land use policies and procedures.
3. Assists in directing the development and implementation of departmental plans and programs.
4. Directs investigations relating to applications for variances, discretionary permits, and other land use matters.
5. Presents reports, recommendations, and information on planning and land use matters to the Board of Supervisors, Planning Commission, and other planning/zoning boards and citizen/community groups.
6. Assists in developing the department's annual budget, and monitors revenue and expenditure transactions.
7. Conducts fiscal analysis and prepares cost projections.
8. Identifies operational problems and formulates appropriate solutions.
9. Prepares reports and correspondence.
10. Acts as liaison with other public and private agencies, and provides information to County departments, the public, and agency representatives on departmental activities.
11. Performs special studies and projects as assigned by the Director, Planning and Land Use.
12. Acts in the absence of the Director, Planning and Land Use.
13. Supervises subordinate staff.
14. Provides courteous, high quality service to members of the public by personally responding to requests for service or making appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles, practices, techniques, and concepts of planning, as applied to governmental agencies.
- Laws, regulations, codes, and ordinances related to planning, zoning and land use matters.
- Principles and practices of supervision and training.
- Principles and theory of public administration including general administration, human resource management, fiscal management, and accounting.
- Policy/procedure development and implementation related to the Department of Planning and Land Use in the areas of building & land use permitting and inspection, code enforcement, community planning, and regional planning.
- State and Federal agency funding principles and practices.
- Legal authority of State law, joint powers agreements, and cooperative agreements.
- The General Management System in principle and in practice.
- County customer service objectives and strategies.

Skills and Abilities to:

- Assist in planning, organizing, directing, and evaluating the overall activities of staff involved in preparing and implementing land use policies and public decisions, and reviewing and processing land development proposals and permits.
- Coordinate departmental services with County departments and public/private agencies.
- Ensure that departmental activities conform to Federal, State, and local laws and regulations.
- Identify and resolve departmental operational problems.
- Prepare an annual budget, and monitor revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the department's activities, functions, and issues.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.
- Communicate effectively orally and in writing.
- Establish and maintain effective working and diplomatic relationships with management, employees, employee representatives and representatives from government, industry, media, and other agencies, and the public representing diverse cultures and backgrounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

New: October 16, 1981
Revised: April 17, 1992
Reviewed: Spring 2003
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Assistant Director, Planning and Land Use (Class No. 002268)

Union Code: EM

Variable Entry: Y